

INVITES APPLICATIONS FOR THE POSITION OF

PUBLIC WORKS INSPECTOR

APPLY ONLINE AT WWW.CALOPPS.ORG

FILING DEADLINE

Monday, March 7, 2016 @ 5:00 PM

THE POSITION

The City of Dublin is seeking a Public Works Inspector to join a team of Inspectors that provide field inspection of public and private construction projects (excluding building inspection) for the Public Works Department.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Performs the inspection of street lights, park improvements, subdivision improvements, sidewalks, curbs, gutters, drainage systems, grading, encroachments, streets, public signs, landscaping, traffic signals, parking lots and other public works projects;
- Reviews and approves implementation of erosion control, Storm Water Pollution Protection Plans and other water quality measures in field as required by construction activities;
- Determines compliance with applicable standards, specifications, ordinances, permits, and plans;
- Inspects the work of utility companies, contractors, and private individuals within City rights-of-way;
- May collect samples of soils, concrete and other materials for testing purposes;
- Arranges for field and laboratory testing of materials; assist with coordination between activities of other agencies or departments relating to construction projects; prepares monthly progress payment reports;
- Investigates and responds to complaints arising from construction activity; prepares daily inspection/construction reports; revises drawings to reflect as-built conditions; works with contractors, engineers, and the public regarding construction projects; and performs other field and office duties as assigned by the Public Works Director or Assistant Public Works Director/City Engineer;
- Responds to complaints regarding illegal discharges or other water quality issues; may perform routine site inspections as part of City's NPDES program.

QUALIFICATIONS

1. Education: The position requires completion of high school or equivalent as necessary to provide the required reading, writing and mathematical skills. Additional course work in construction and/or engineering is desirable.
2. Experience: Minimum of two years of full-time responsible work experience in construction inspection, preferably including experience as a public works construction inspector. Training and/or experience in surveying is highly desirable.
3. Licenses, Certificates: Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability.

Knowledge of:

- Principles, methods, materials, and equipment used on public works projects;
- Appropriate safety precautions during construction;
- Work standards, specifications and codes relating to public works construction activities;
- Basic survey practices;
- Material sampling, testing.

Ability to:

- Perform minor drafting work;
- Use sound inspection techniques to detect deviations from plans and specifications;
- Read and interpret construction plans, diagrams, specifications, survey stakes and notes;
- Accurately use measuring and survey tools and equipment as required for making inspections and collecting data for reports and records;
- Make accurate mathematical calculations
- Maintain accurate inspection records and prepare a variety of reports;
- Communicate effectively orally and in writing;
- Operate an automobile (a vehicle will be provided by the City);
- Conduct field inspections during inclement weather;
- Perform light lifting, climbing and walking on steep or uneven grades
- Work independently;
- Physically maneuver through construction site to perform inspections;
- Maintain a cooperative working relationship with fellow employees, contractors, developers and the general public.

BENEFITS

The City of Dublin offers an attractive salary compensation and benefits plan in a professional, growth-oriented environment. The salary range for the **Public Works Inspector** position is **\$39.1558 - \$48.9404** per hour (\$6,787 - \$8,483 per month). The following benefits will complete the compensation package:

- Classic CalPERS Members – 2.7%@55; EPMC 0%; 7% Cost Sharing; Single Highest Year
- New CalPERS Members Tier effective 1/1/13 – 2.0%@62; 3.05 Cost Sharing; 3-Year Final Avg. Compensation
- Pay-for-Performance system available
- Choice of medical plans through PERS with the City contributing up to \$1,680.00 per month
- Post-retirement medical provided under Government Code Section 22892(b) as established by the Public Employees' Medical and Hospital Care Act (PEMHCA) through CalPERS; PEMHCA Minimum.
- City-paid full family dental insurance
- City-paid single vision plan; optional family coverage
- IRS Section 125 plan/\$900 annual account seed money
- City-paid \$50,000 term life insurance
- City-paid long-term disability insurance
- Employee Assistance Plan
- Education reimbursement program
- Thirteen paid holidays (including one floating holiday) per year
- Approximately 22 days per year of General Leave in lieu of traditional sick & vacation leave; increases with longevity

In addition to the above benefits, the City offers voluntary participation in a deferred compensation program, short-term disability program, supplemental life insurance, Dependent Care Assistance program and a credit union.

The City of Dublin does not participate in the Social Security system except for a mandatory Medicare.

ABOUT THE DEPARTMENT

The City's Public Works Department encompasses a multitude of municipal public works and engineering services, including public works maintenance and inspection services, traffic and general engineering, private development review and inspection, capital project design and implementation. While there are 17 full time employees in the Department, Public Works services such as building and park maintenance services are staffed by contractors, which totals approximately 35 in the department.

ABOUT THE CITY

The City of Dublin is located in eastern Alameda County, approximately 35 miles southeast of San Francisco. The City was incorporated in 1982 with a population of 53,462 within 14.59 square miles. Dublin's strategic "crossroad" location at the intersection of Interstate 580 and 680 has made the City freeway close and conveniently accessible to the Bay Area with two BART stations.

COMMITMENT TO COMMUNITY SERVICE

The City of Dublin is continually striving to enhance the services provided to our customers. The City organization is committed to creating a challenging and rewarding environment in which all employees representing the City are motivated to respond to the needs of the City's customers. In setting high standards for ourselves, we take pride in:

- Being a responsive and proactive City team, in touch with the changing needs and expectations of the Dublin community.
- Providing the highest level of quality service in all City programs and activities.
- Promoting a "can do" attitude using common sense along with technical/professional knowledge.
- Being committed to high professional standards. A professional attitude encourages an objective approach to analyses of issues.
- Providing information and resources to our customers in a friendly and helpful manner.

THE SELECTION PROCESS

The best qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. Finalists may be requested to submit personal information necessary to conduct a complete background investigation prior to a final selection by the City.

Candidates who successfully complete the interview process may be placed on an employment eligibility list. This list may be canceled at any time, without notice to candidates. All offers of employment are conditional upon the ability to provide verification of authorization to work in the United States. In addition, positions located in the Parks and/or Police Services Department are subject to a background check, including fingerprinting prior to employment.

EQUAL OPPORTUNITY EMPLOYER

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age.

HOW TO APPLY

Apply online at www.CalOpps.org. Once there, click on "**Member Agencies**," "**City of Dublin**," then on "**Public Works Inspector**," and "**Apply Now**." Applications must be received by 5:00 p.m. on Monday, March 7, 2016. No faxed or e-mailed applications or postmarks will be accepted.

THIS ANNOUNCEMENT is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.

SUPPLEMENTAL QUESTION(S)

The City of Dublin has determined the need to obtain additional information on selected candidates for the City's Public Works Inspector position. In order to continue in the City's recruitment process, you are required to complete this Supplemental Questionnaire along with your online application in www.CalOpps.org

If you have additional questions regarding the recruitment, please contact Human Resources at (925) 833-6605.

Please describe your work-related training and/or experience as it relates to public works inspection in each of the categories listed below. For each category, provide A) where the experience was gained; B) years of experience or performing this activity; C) description of projects worked on; and D) scope of your responsibilities:

1. Land development projects
2. Capital improvement projects
3. Encroachment permits
4. Materials sampling (soils, concrete, asphalt) for testing purposes
5. Safety as it relates to the construction work zone

Describe your experience working with Contractors including tracking construction projects and record keeping. Include your specific role and years of experience.